MARKER

Uniform System
of School Records

Philosophy
A. B.

1903

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"A UNIFORM SYSTEM OF SCHOOL RECORDS"

BY

GEORGE EDWARD MARKER

THESIS

FOR THE DEGREE OF BACHELOR OF ARTS IN PHILOSOPHY

IN THE

COLLEGE OF LITERATURE AND ARTS.

OF THE

UNIVERSITY OF ILLINOIS

JUNE, 1903

1903
M34

UNIVERSITY OF ILLINOIS

May 29 1903

THIS IS TO CERTIFY THAT THE THESIS PREPARED UNDER MY SUPERVISION BY

George Edward Marker

ENTITLED A Uniform System of School Records

IS APPROVED BY ME AS FULFILLING THIS PART OF THE REQUIREMENTS FOR THE DEGREE

OF Bachelor of Arts in Philosophy

Edwin Grant Dexter

HEAD OF DEPARTMENT OF Education.

65902

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In the preparation of this work the first step was the sending out of three hundred and fifty letters to city superintendents, throughout the United States, requesting a sample copy of every blank used in connection with the keeping of records in their schools. This work was performed by Mr. L. T. Gallaher of the Class of 1902, whose "Seminar Report" on the above topic has afforded the writer of this thesis some useful suggestions. Some two or three thousand different blanks were submitted in response to Mr. Gallaher's request. In November 1903 the writer sent out fifty more letters, bearing a similar request to as many superintendents and principals located in towns with from five hundred to three thousand inhabitants. About fifteen of the latter school principals responded, several of whom submitted a few simple record blanks, while some confessed that they had no system of records worthy of the name.

It has been the writer's purpose to present here a complete system of records which is exhaustive enough to meet the needs of the largest cities, while at the same time it may be made elastic enough to furnish such forms as will suit the needs of smaller cities and towns.

One of the chief difficulties met with in making up these forms lay in the importance and influence of local conditions. No system of records can meet all the conditions without destroying it's value and practicability. Therefore I have endeavored to exclude all blanks that belong only to certain localities, as well as those of inconvenient size and shape; and, as far as possible, I

have endeavored to reduce the whole to the card catalogue system which is now coming into general use in nearly all lines of merchantile business.

The forms here shown are as nearly as may be of the same size and shape as those recommended for actual use. In some cases the size has been altered to afford the necessary spacing for the typewriter or to improve the appearance of the page. But in such cases the size of the full sheet is indicated.

The various cabinet manufacturers will furnish all the blank forms put up in neat cases at reasonable rates. But if economy is absolutely necessary, a convenient and inexpensive system may be arranged by the use of good sized cigar boxes. Remove the lids cover the boxes neatly with white paper, and have the cards made to fit the boxes at hand. By a little ingenuity a series of pigeon holes may be made to hold the various boxes and other records too large to be made into card form.

I have taken entire liberty with the blanks submitted. After a careful study of all the forms at hand I selected typical blanks in each department of records, and from these I have combined the essential features of all the blanks of one kind into one form, or have made entirely new forms from the suggestions at hand. I have not presumed to think myself able to improve upon every form now in use; consequently some successful superintendents will find here recommended the exact forms now in use in their schools. The writer claims only such originality and credit for this work as is due for labor expended in the selection, combination, arrangement, and or-

ganization of the material at hand, and for the invention of the entirely new forms.

In many cases the name of the cities which appear under certain illustrative forms are those from which the original typical blank was submitted. In many other cases the name of the city is fictitious.

Throughout the entire preparation of the thesis three ideas have been kept constantly in mind, practicability, convenience, and expense. Loose sheets with perforated margins for binding are recommended for all forms too large for card size, where permanence is desired. A good quality of manilla paper makes a good cheap cover for these records.

As far as possible the individual records of the various pupils have been made to conform to the recommendations of Superintendent J. M. Greenwood in his paper on "What Statistics Should be Collected".* "What is here outlined is intended to make the superintendent a successful interpreter and expositor of the educational progress in every branch of school work." (Greenwood)

* N.E.A. - Reports - 1889 - p. 431

The Following Cities and Towns Submitted Reports.

Chicago, Ill.	Albany, N.Y.
St. Louis, Mo.	New Bedford, Mass.
Baltimore, Md.	Charleston, S.C.
Boston, Mass.	Kansas City, Kan.
Cincinnati, O.	Leavenworth, Kan.
Detroit, Mich.	Cambridge, Mass.
Milwaukee, Wis.	Salt Lake City, Utah.
Louisville, Ky.	Rochester, N.Y.
Providence, R.I.	Yonkers, N.Y.
Dayton, O.	Holyoke, Mass.
Oakland, Cal.	Lancaster, Penn.
Indianapolis, Ind.	Lincoln, Neb.
Kansas City, Mo.	Pawtucket, R.I.
Syracuse, N.Y.	Spokane, Wash.
New Haven, Conn.	Terre Haute, Ind.
Patterson, N.J.	Dubuque, Iowa.
Omaha, Neb.	Elmira, N.Y.

Canton, O.
Racine, Wis.
Bay City, Mich.
Decatur, Ill.
San Jose, Cal.
Marlborough, Mass.
Marshalltown, Iowa.
Clinton, Iowa.
Janesville, Wis.
Helena, Mont.
Portsmouth, N.H.
Plainfield, N.J.
Leadville, Colo.
Macon, Ga.
Ashville, N.C.
Mankato, Minn.
Quincy, Mass.
Austin, Texas.
Wichita, Kansas.
Kalamazoo, Mich.
Nashua, N.H.
Medford, Mass.
Almeda, Cal.
Waltham, Mass.
Springfield, Ill.
Columbus, Ohio.

Fremont, Neb.
Charlotte, Mich.
Crawfordsville, Ind.
Sault Ste Marie, Mich.
Pittsfield, Mass.
Bradford, Pa.
Bath, Me.
Andover, Mass.
Anderson, Ind.
E Providence, R.I.
Hutchinson, Kan.
Brookline, Mass.
Reading, Pa.
La Porte, Ind.
Hillsdale, Mich.
Green Island, N.Y.
Coldwater, Mich.
Attleboro, Mass.
Santa Barbara, Cal.
Sioux Falls, S.D.
Emporia, Kan.
Appleton, Wis.

Form of Classification.

A-High School Records.

I Monthly Report Card

II Class Card

III Registration Blank

IV Student's Daily Program

V Daily Absence and Tardy Report

VI Monthly Report of No. in Classes

VII Credit Certificate.

VIII Character Estimate Card.

IX Abstract of High School Work

B-Teachers' Reports and Records of Pupils.

I Class Promotion Card

II Promotion Card

III List of Text Books Needed

IV Non-resident Report

V Report of Truant Officer

VI Report of Withdrawals

VII Monthly Report of Chicago Elementary Schools

VIII Monthly Report to Supt. for Small Schools

IX Application for Transfer

X Notice to Supt. of Transfers Received

XI Weekly Report- Principal to Supt.

XII Report of Progress

XIII Report of Examination

XIV Special Promotion Card.

XV Report of Corporal Punishment

XVI Extract from the Rules of the Board of Education

XVIII Register of Examinations

XIX Membership Report.

XX Monthly Report Card for Grades

XXI Suspension Notice

XXII Form of Registration Card (for grades only)

XXIII List of Children Irregularly Promoted

XXIV Tables of Ages of Boys and Girls

XXV Assignment of Pupils

XXVI Report of Non-resident Pupils.

XXVII Abstract of Promotions

XXVIII Report of Term

XXIX Monthly and Annual Record

XXX Corporal Punishment Report

C-Teacher's Application Blanks, Contracts, etc.

I Principal's Record of Teachers

II Teacher's Contract (Parts 1 & 2)

III Notification to Substitute Teacher and Rules regarding them.

IV Answer to Request for Leave of Absence

V Application for Leave of Absence

VI Application for Teachers Position

VII Report of Meetings held in School Building (a)

VIII Notice of Expiration of Leave of Absence (b)

IX Teacher's Recommendation Blank

X Program for Room (a)

XI Teacher's Catalogue Card (b)

XII Report of Substitute Teachers

XIII Principal's Report of Visits by Special Teachers

XIV Report of Supervisors and Assistants

D-Letters from Teachers to Parents

I Concerning Child's Disorder

II Tardiness and Attendance Notice (a)

Poor Scholarship Notice (b)

III Concerning Necessary Transfer Because of Overcrowded Rooms (a)

Concerning the Care of Free Text Books (b)

IV Warning of Liability to Suspension and Suggestive Rules Concerning Same.

V Notice of Damage to Books

E-Requisition for Supplies

I Order for High School Text Books

II Principal's Order Blank for Supplies.

III Janitor's Order Blank for Supplies

F-Financial

I Notice Concerning Remission of Tuition

II Form when Tuition is Paid to School Treasurer

III Form of Ordering Repairs for School Buildings

IV Report of Books Sold

V Pay Roll of Public School

VI Form of Tuition Receipt

VII Physician's Certificate of Teacher's Sickness. (a)

Form of Bill (b)

G-Medical

I Parent's Request for Child's Vaccination at School

II Certificate of Vaccination

III Contagious Disease Certificate, Certifying Freedom from Disease

IV Notice to Supt. Concerning Case of Contagious Disease.

H-Special Schools

I Application for Appointment as Teacher in Evening Schools.

II Citizens' Recommendation of Pupil to Privileges of Evening Schools. (a)

Principal's Certificate of Pupil's Standing in School. (b)

III Form of Application Card for Admittance to Evening School and Rules of Government of School.

IV Weekly Report of Principal of Evening School to Supt.

V Monthly Report of Enrollment, Attendance, etc., at School.

VI Monthly Report of the Teacher of German.

VII Program for Domestic Science

VIII Report of Attendance in Manual Training School.

IX Program of Manual Training

X Monthly Report of Kindergarten

I-Miscellaneous.Records.

I Text Book Record.

II Application for Janitors Position.

III Monthly Temperature Record.

IV Directions for Keeping Temperature Record and Remarks on Care of School Room.

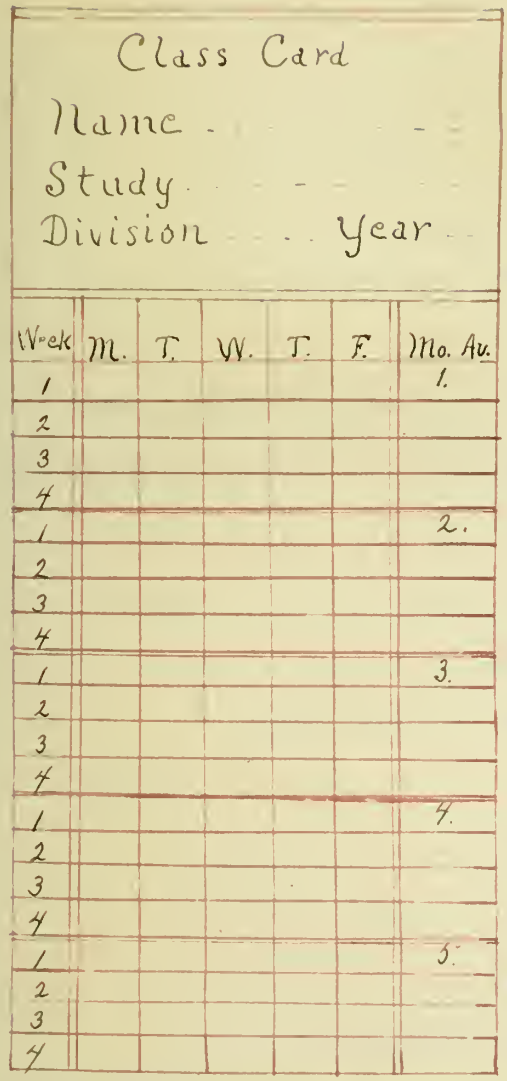
Mo. Report Card for High School

Onarga Public Schools
High School Department.

Report of ..... For.....

Months	1	2	3	4	5	6	7	8	9	Terms First	Sec.
Times Tardy											
Half Days Ab.											
Department											
First year. Algebra											
Phys. Geog. ½											
Civics ½											
Drawing											
English											
Latin											
Sec. year Algebra											
Physiol. ½											
Botany ½											
English											
Drawing											
Latin											
Third year Geom.											
Gen. Hist.											
Astronomy											
Physics											
Fourth year Amer. Hist.											
Eng. Lit.											
Solid Geom											
- - - - -											
- - - - -											

The size of the above card is 4in. by 6in. The material should be stiff, white cardboard of good quality, with heavy manilla envelopes to match, if desired. A separate card for each High school course of study would afford greater neatness and would reduce the size of the card. The necessary explanations and place for the parent's signature may be printed on the back of the card. (See-- "Reverse Side of Monthly Report Card for Grades.")


Class Card

Name - - - - -

Study - - - - -

Division - - Year - -

Week	M.	T.	W.	T.	F.	Mo. Av.
1						1.
2						
3						
4						
1						2.
2						
3						
4						
1						3.
2						
3						
4						
1						4.
2						
3						
4						
1						5.
2						
3						
4						

A number of the larger high schools find it more convenient to use a Class Card than to use the ordinary class book. After a careful study of the various blanks in use I have modeled the accompanying card after that in use at Hillsdale, Mich. as one convenient in size and shape. It contains space for daily records for the student for a whole semester and may be used to record absences as well as grades. The material should be a good quality of white card board.. The advantage of this card over the ordinary class book is that it enables a teacher to keep constantly before his eyes the names of those students upon whom he wishes to call several times during a recitation; if a student fails on one question his card may be thrown out and thus it serves as a memorandum for the teacher of an unrecorded failure.This relieves the teacher of considerable mental strain in trying to remember which students have failed during the conduct of the recitation.

The card is also a convenient form in which to present to each student his individual record at the close of the month.

A - III.

High School Registration Blank.

_____High School.

1. Name in full_____

2. Age on Sept.1, 190__, _____years, _____months

3. Birthplace_____

4. Date of last vaccination certificate._____

5. Residence.(St. and No.)_____

6. School last attended_____Grade_____

7. Name of parent or guardian_____

8. Residence (St. and No.)_____

9. Occupation or business_____

10. For which of the Following Reasons do you attend School?

(Mark with an x the statement that expresses your choice)

(a) To prepare for College or University._____

(b) To prepare for a Normal School._____

(c) To get a General Education._____

(d) To prepare for the Following Work or Profession.

11. Do you expect to finish a course in this School?_____

12. What Course are you pursuing?_____

13. What year of this High School do you enter?_____

Student's Daily Program.
(This card must bear the approval of the Principal)

Name_____ Grade_____

Period	Mon.	Tues.	Wed.	Thurs.	Fri.	Teacher.
1						
2						
3						
4						
5						

Approved_____ Principal.

The studies of each pupil are registered upon the above card only after consultation with the principal , after which the card is presented to the several high school teachers, under whom the student is to take his various studies; the teachers then sign the card and enroll the pupil in their classes. The pupil then makes a duplicate of his studies for private use, but returns the original card to the Principal who places it on file.

A - V.

Daily Absence and

Tardy Report.

_____ High School _____ 190__

	Absent	Tardy.
Session	_____	_____
Room	_____	_____
Recitation	_____	_____
Period	_____	_____
Subject	_____	_____
Pupil	_____	
Teacher	_____	

(Teachers should report daily to the Principal all absences and tardiness of pupils.)

High School Monthly Report

Principal of High School:

The following pupils have fallen below grade during Mo.

Pupil	Grade	Subject	Remarks

Dated _____ 190_ _____ Teacher.

A - VI.

Monthly High School Report.

Report of Teacher. For Month of 190

	I	II	III	IV	V	VI	Totals.
No. Studying Algebra.							
" " Arithmetic.							
" " General History.							
" " American History.							
" " Biology.							
" " Book-keeping.							
" " Chemistry							
" " Rhetoric & Comp.							
" " Advanced Algebra							
" " English History							
" " English Classics							
" " English Literature							
" " French							
" " Greek							
" " German							
" " Geometry							
" " Grammar							
" " Latin							
" " Mental Science							
" " Manual Training							
" " Political Economy							

A-VII

Name_____

Fourth Year.
Studies.

Latin____%____Credit

Greek____"____"
German____"____"
French____"____"
Chemistry____"____"
Geology____"____"
Astronomy____"____"
Civics____"____"
Polit'l Econ____"
History____%____"
English____"____"
Drawing____"____"
Vocal Music____"

Av.____ Total_____

Date_____190_

Room_____.

Perforation

High School Credit Certificate.

Fourth Year. This is to certify that.....
_____, Room_____, of the_____
High School, has passed the final test in the following studies, with the accompanying results for the year ending June_____190_, and is entitled to credits attached, toward the fifteen required for graduation.

Latin_____%_____Credit.
Greek_____"_____"
German_____"_____"
French_____"_____"
Chemistry_____"_____"
Geology_____"_____"
Astronomy_____"_____"
Civics_____"_____"
Polit'l Econ._____"_____"
History_____"_____"
English_____"_____"
Drawing_____"_____"
Vocal Music_____"_____"

Average_____ Total_____
Total No. of credits to Date____

_____Principal.

A - VIII.

17

A complete record card for the Four Years High School Course.

Name _____

English Course.

First Year			Second Year			Third Year			Fourth Year		
Age	Entered	Left	Age	Entered	Left	Age	Entered	Left	Age	Entered	Left

First Term			First Term			First Term			First Term		
	Grade	Credit		Grade	Credit		Grade	Credit		Grade	Credit
Algebra			Algebra			Geometry			American History		
Phys.Geog.			Physiology			General Hist			English Lit.		
Drawing			English								
English			Drawing								
Latin			Latin								

Second Term			Second Term			Second Term			Second Term		
Algebra			Algebra			Geometry			American Hist.		
Civics			Botany			General Hist			English Lit.		
Drawing			English								
English			Drawing								
Latin			Latin								

(Reverse side of above card.)

Character Estimate of _____

(Underline with red ink the traits to which attention is called.)

Home conditions;-favorable,unfavorable.

Physical condition;-general health good,delicate,fair;sight good, fair,defective ;hearing good, defective,poor;excessive absence caused by illhealth.

Temperament;-nervous,impulsive,easily provoked,sensitive,emotional,outspoken,persistent,cheerful,gloomy,revengeful,peaceable, energetic,lazy.

Other characteristic traits;-bright,dull,quick,slow,responsive, non-responsive,responds slowly;ambitious,indifferent,self-confident,timid,methodical,careless,persevering,easily discouraged, polite,rude,impudent.

General Information? Memory? Ability to think?

Attention? Imagination? Application?

Oral expression? Written work?

Studies of greatest deficiency? Efficiency?

Studies most disliked?

General behavior? Is he likely to cause trouble?

In what respect?

Suggest a good method ofdiscipline and appeal in this case.

A - IX

Abstract of High School Work.

Abstract of the work of _____

For the month ending Friday _____ 190_

Note-Each High School teacher will fill out one of these blanks on the fourth Friday of each school month, and hand to the Principal before leaving the Building. These blanks should be in the Superintendent's office on or before the succeeding Monday evening at 5 o'clock.

This abstract should contain the limitations of work completed during the precedingfour weeks, with such special features deemed pertinent by the Instructor.

Subject.	Class	Work Completed.

B-I

Syracuse Public Schools.

_____ School. _____ Grade _____ 190_

Record of Class Promoted to _____ Grade _____ Clas.

(Describe work as excellent, good, fair, poor, or weak(E,G,F,P,W,) This record is to be given to the teacher who receives the class, and filed by her in the Principal's office at the beginning of the second month of the term.)

_____ Supt.

_____ Teacher

Name	Age	No. of Terms in Grade	Read-ing	Spell-ing	Lan-guage	Arith-metic	Geog. or Hist.	Physi-ology	Do you know anything of the home surroundings? If so, What?

Promotion Card.

Ellwood Public Schools.

This certifies that_____

is promoted to grade_____

room_____,_____School.

Reserve this card for admission in September.

_____Teacher.

Date_____, 190__.

The above card should be of white cardboard of good quality so that ink will not spread.

A"Retention Card" may be made of the above card by inserting the word "Retention" in place of "Promotion" and by inserting "must remain in" in place of the words "is promoted to."

Some cities prefer to have a promotion blank in connection with the monthly report to parents, but most of them prefer a card similar to the above. The latter is much neater, cleaner as well as more convenient for teachers at the opening of the school year.

Terre Haute Public Schools.

____Term, Year_____

Third Year Grade. Name_____

Text Books Needed and Prices.

3B IndianaThird Reader	25c
Writing Tablet	5c
Exercise "	5c
Cook and Cropsey's Elem.Arith.	35c
Drawing Tablet,No.1	5c
Dixon's Sketching Crayon	5c
Bradley's Special Color Box	10c
Modern Music Book,No.1	30c

_____Teacher.

Note-Pupils who already own tablets and books of the proper kinds,need not buy new ones. Parents who are unable to purchase the necessary books for their children will please apply immediately for an "Indigent Blank".

Printed slips as shown above, being a combination of various forms used in several cities, are very convenient and save a great amount of labor and confusion at the opening of the school year. Such a slip is printed for the different grades and may also be used for High School. The practicability of the slip lies in the fact that it contains all the information concerning school books; it avoids much miscopying by pupils of names of text-books from the black board, which is a source of much trouble; it enables the teacher to prepare beforehand the larger part of the blanks, thus greatly reducing the number of tasks incident upon the opening of school. The fact that the "slip" contains the name of the pupil, which may be written in by the pupils under the teacher's direction,

will avoid confusion in the home where several children of nearly the same age are likely to forget to which grades they belong. Lastly, it is quite important that the parent or guardian, as well as the pupil, should know the teacher's name, and how to spell it, at the opening of the school year, for the purpose of future communication.

A convenient form of "Indigent Blank", referred to in text book slip, printed upon ordinary note paper, is as follows:

Application for City School Books.

(To be filled out by the father if living, if not, by the mother. It will not do for any one else to sign your name for you)

1. Name of Parent_____
2. What work are you doing at present? If not working, Why?

_____

3. Do you draw a salary?_____
4. By whom employed? _____
5. How many children have you to attend school?_____
6. Are you personally acquainted with any members of the Board of Education? If so, name them_____

_____

7. If any books are issued, will you see that your child takes good care of them and returns them at the close of the School year?_____

_____Name.

Wentworth School.

Report of Non-Resident and Overage Pupils for Month of ---------- 190--

Names of Parents	Names of Pupils	Residence	Grade	Date of Entry	No. of Receipt	Amount		Date Withdrawn or Transferred	If Transferred, To What School?

B-V.

Reported to Truant Officer.

School_____

Room_____, _____190_

Age_____

Name_____

Under whose control:-

_____

Residence_____

Reported for _____

From_____to_____

No.times absent_____

No. " late _____

No. " truant_____

Results:-_____

_____

_____

Perforation

Report to Truant Officer. Date_____190__

School_____Room_____

Pupils Name_____Age_____

Under control of_____

Residing at _____

This pupil is reported for being often

_____

From_____to_____

No. times absent without proper excuse____

" " late " " " _____

" " truant " " " _____

Reasons given by parent for absence are

_____

_____

_____

Teacher.

Office of Truant Officer.

Bloomington,Ill._____190___

Principal_____School.

_____ has been ordered to enter school.

Please inform me in space below if he has done so.

Horace James,Truant Officer.

B-VI.

FINAL WITHDRAWALS.

Causes for withdrawal of pupils from _____ Schools during the _____ ending _____ 190____.

Grades	Boys. Sickness of Pupil	Death of Pupil	Work	Left City	Other Schools	Indifference	Total	Girls. Sickness of Pupil	Death of Pupil	Work	Left City	Other School	Indifference	Total
1st														
2nd														
3rd														
4th														
5th														
6th														
7th														
8th														
9th														
10th														
11th														
12th														
Total														

Whole number enrolled _____ Left by transfer _____

Belonging at close of year _____, _____ School.

B - VII

Form of Monthly Report used by the Chicago Elementary Schools.

Principal's Monthly Report of
Enrollment, Membership, Attendance, etc.
190_--190_

For month ending_____190_
_____School
Signed_____Principal

Time	1	No. of School Days
	2	" of School Rooms
	3	" of Sittings for Study in rooms owned by the city.
Accomodations	4	" of chairs in Kindergarten Rooms.
	5	" of whole day divisions
Schools	6	" of half day "
	7	" of Grades
	8	" of Kindergarten divisions.
	9	" having Grammar grades only
	10	" having Primary Grades only
Teachers	11	" having both Grammar and Primary Grades
	12	" teaching Kindergarten Divisions.
	13	Total No. including Principal, Kindergarten, and German Teachers.
	(a)	Boys, not by transfer.
	"	Girls, " " "
	(A)	Total, " " "
	(B)	No. by transfer from other Schools.
Enrollment.	(C)	" left the School.
	(D)	" re-entered the School
	(E)	Days of membership, (Sum of Column E)
	14	Average Daily Membership
	15	In Grammar Department.
	16	" Primary "
	17	" Kindergarten "
Membership	18	Total (membership of the School on the last day of month.)
	19	No. of No. 18(exclusive of Kindergarten Dept.) Now in Half-Day Schools.
	20	No. not residing within the School District

	21	No. not residing within the City Limits.		
Attend-ance	(F)	" of Half Days Attendance (Sum of Column F.)		
	(G)	" of Half-Days absence. (Sum of Column G)		
	22	Av. Daily Attendance. (1/2 of F ÷ No.1)		
	23	Per Cent of Attendance (Divide No. 22 by No.14)		
	(H)	No. cases Tardiness.		
Progress	(I)	" promoted to a Higher Grade.		
	(J)	" more than 40 weeks in Grade.		
Optional Studies	24	" studying Vocal Music		
	25	" " Drawing.		
	26	" " German		
	27	" " Latin		
	28	" in Manual Training Dept		
	29	" in Cooking Dept.		
	30	" " Sewing Department.		
Suspen-sions.	31	Temporary		
	32	Special		

Proofs.

One-Half of F + G = E.
A + B + D − C = No. 18.
No.15 + No.16 + No.17 = No.18
1/2 of F ÷ E = No.23.

B - VII

Reverse Side of Chicago Elementary School Report Shown Above.

Membership by Grades.
At Close of School Month.
When promotions are made they should not be counted until the first day of the succeeding month.

Total in Kindergarten Department_____
First Grade_____
Second Grade_____
Third Grade_____
Fourth Grade_____
Total for Primary Grades_____
Fifth Grade_____
Sixth Grade_____
Seventh Grade_____
Eighth Grade_____
Total in Grammar Grades_____
Total Membership in School_____

Average Daily Membership and Attendance for the past month.

Total Days membership at date of report(E)_____
" " " " " " last report(E)_____
" " " last school month_____
Average Daily membership for the past month_____
Total Half Days Attendance at date of this report_____
" " " " " " " last " _____
Total Half days Attendance for the past School month_____
Average Daily Attendance for the Month_____
Total Half-Days absent at date of this report_____
" " " " " " " last " _____
Total Half-Days absent for the past month_____
Per Cent of Attendance for the month_____

Accomodations in Rented Buildings

No. of Rooms in Rented Buildings_____
" of Seats in " " _____
" of pupils in Rented Rooms at the close of the month_____

(Note)- This report should be received by the Clerk not later than the Tuesday following the close of the School Month. Fold and send in envelope furnished for this purpose.

B- VIII

Form of Monthly Report for Smaller City and Town Schools.

Report to Superintendent.

Room_____ School

Month Ending_____ 190__

No. of girls enrolled for the year		
" " boys enrolled for the year		
Total No. enrolled for the year		
Total attendance for the year in days		
Total No. of days taught for the year		
No. of girls enrolled for the month		
" " boys enrolled for the month		
Total No. enrolled for the month.		
Total attendance for the month in days		
No. of days taught for the month		
Average attendance for the month		
Average No. belonging for the month		
Percentage of attendance		
No. tardy		
Minutes lost by tardiness		
No. neither absent nor tardy		
No. cases corporal punishment		
" suspended		
" visitors		
Days lost by regular teacher		
Times teacher was tardy		
Absences from teachers meeting		

_____ Teacher.

No. cases of discipline referred_____

" of detentions after 4:20 P.M._____

Have you planned lessons at least 24 hours before assigning them?_____

Have you carefully taught music as outlined by the supervisor?_____

Do you use text book while conducting recitations in geography, physiology, history or other subject where books in teachers hands are unecessary?_____

_____ Teacher

B.- IX.

Application for Transfer.

(This blank must be filled out by the parent or guardian)

Name of Pupil_____

Address_____

Grade_____Teacher_____

Requests transfer to_____School

Cause for such request_____

Application made by _____

Date of granting transfer_____

(When transfer card is removed from card catalogue insert this card in its place)

B-X

Postal Card Form.

Detroit_____

Supt. Schools,

Dear Sir:- I have received by transfer during the week ending_____the following pupils.

Name	Residence	Date	From what School.

_____Principal, _____School

Crawfordsville Public Schools.

Report of _____ school for the week ending _____ 190_.

Room									
Grade									
Seats									
1. Enrollment.									
2. Gain — Re-entered									
2. Gain — New pupils									
2. Gain — By transfer.									
3 Loss — Withdrawals									
3 Loss — By transfer									
4. No. Belonging.									
5. " cases tardiness									
6. No. visits by Board Members.									

Dated _____ 190_ _____ Principal.

The above postal card form contains such data as is desired by many Superintendents at the close of each week, at at least during the opening weeks of the school term. It enables them to keep in close touch with all the schools. The postal card is the least expensive method of transmitting reports and its size makes it convenient for filing for reference.

B-XII

FREMONT PUBLIC SCHOOLS.

Report of Progress.

Month Ending_____190_ _____Teacher.

_____School. _____Grade_____Class.

Branches	Text Book	From page	To page	Remarks
Reading				
Spelling				
Arithnetic				
Geography				
Language				
Grammar				
Physiology				
History				
Writing				
Drawing				
Rhetoricals				

B-XIII

Report of Examination.

Grade_____ School_____

Teacher_____

Date_____

Section_____

Subject_____

Questions selected (If Supt. submitted list , give numbers only: otherwise attach list used to this sheet.)_____

Number pupils taking test	
" " absent	
" of correct papers	
" from 75 to 100 per cent	
" " 50 " 75 " "	
" " 25 " 50 " "	
" " 0 " 25 " "	
Average for section	

Remarks:_____

_____

_____

_____

_____

_____

_____Teacher.

B.-XIV

This card is closely modeled after one in use in Lincoln, Nebraska.

Recommendation for Special Promotion.

Name of Pupil_____ Age__

Address (St. & No.)_____

A member of _____Class,_____ Grade,_____

Recommended for promotion to_____Class,_____ Grade

Record for three preceding Terms.

Teachers	Grade	Days Attend.	Tardy	Conduct	Effort	Read.	Lang.	Arith.	Hist.	Geog.	Gen. Les.

Health?_____, Sight?_____, Hearing?_____

Are there any impediments?_____

Peculiarities of manner or habits?_____

Reverse side of above card.

In what way has pupil demonstrated ability to do higher work?

_____

_____

Is he willing to study hard?_____Has he been promoted by special order before?_____, If so, when?_____

In what grades?_____ Do his parents favor this promotion?_____

What do you know of his home influences?_____

_____

_____

_____

_____

Recommended by_____Teacher.

Date_____ 190__.

How disposed of_____

B-XV

Report of Corporal Punishment.

Name_____ Age_____

Date of Punishment_____

Teachers will please answer the following questions:-

1.(a) For what offence punished?_____

(b) Instrument used?_____

(c) Part of body?_____ (d) Degree of severity___

_____

2. What is his (or her) general character?_____

3. What do you know of his home influences?_____

_____

_____

4. What other means have you employed for his reform?

_____

5. Were his parents duly notified of his conduct before you resorted to corporal punishment?_____ What was the nature of their response?_____

_____

6. Has he been referred to the Principal before during the present school year?_____ To the Superintendent?

_____ How many times to each?_____

7. What witnesses were present when punishment was administered?_____

8. In what spirit did he receive the punishment?

_____

B XVI

Extract from the Rules of the Board of Education.

XXIV. Teachers may require excuses from parents or guardians, to be given in person or by note, in all cases of absence and tardiness.

XXVIII. Pupils may be suspended for the following causes:

(a) For frequent tardiness, after due warning and written notice to parents.

(b) For being absent six half-days in any four consecutive weeks without good and sufficient excuse from the parent or guardian, given either in person or by note.

(c) For defacing or injuring any school property, maliciously or carelessly, provided the pupil refuses to pay all damages assessed for such injury.

(d) For failing to provide themselves with required books or other necessary school material.

(e) For habitual neglect or disregard of duty; for using tobacco on or about the school premises, or for misbehavior on the street in going to or coming from school, or for avoidable absence from examinations.

(f) For disregard of the requirements of cleanliness of person and descency of dress.

XXIX. Pupils may be suspended, or, in flagrant cases, expelled for the following causes:

(a) For open or violent disobedience or insubordination or for determined resistence to the authority of the teacher.

(b) For using profane or indescent language or for immoral vicious or wicked conduct on or about the school premises or for any other causes which render him unfit for school.

B- XVIII

Terre Haute Public Schools.

Register of Examinations

In the _____year(grade) of_____ District for the year ending _____. Plan of working-95 to 100, E; 85 to 95, G; 75 to [illegible] passing Grade, P; 65 to 75, may be conditioned, C; 0 to 65, Failure F; Withdrawals, W; Transfers, T.

Names of Pupils.	Age at Entering	First Term.					Second Term.				
		No. of Tests	Lowest Percent	Hightest Percent	Average Percent	Promotions	No. Tests	Lowest Percent	Hightest Percent	Average Percent	

Average age of School. Average Percentage of School for Year.

_____Teacher.

B - XIX

OMAHA PUBLIC SCHOOLS.

Membership Report.

Membership of _____ School, _____ 190__

Teachers' Names	Room	KG.	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade

B - XX

Monthly report card for grades showing front and reverse sides of same card. The size of the card is that of a No. 6 envelope thus avoiding the necessity of making a special order for odd sized envelopes. The majority of teachers and superintendents seem to favor a card of this size and form instead of the "booklet" form, though the latter is still used in a number of schools.

Peoria Public Schools

Grade____, _____School

Report of_____
for the half year ending_____190_

Months	1st	2nd	3rd	4th	5th	Term.
Reading						
Writing						
Arith.						
Geog.						
Spelling						
History						
Science						
Drawing						
Effort						
Neatness or order						
Conduct						
Half-days absent						
Tardiness						

(Reverse side Report Card)

This card is sent to parents at the end of each school month to keep them informed in regard to the pupils work at school . In order that the best results may be obtained it is necessary that there be a hearty co-operation between parents and teachers. As a means to this end parents are asked to examine this report carefully, sign it, and see that it is returned promptly. If the average in any subject falls below 75% for the term, the teacher may reall conditions to be removed before recommending the pupil for promotion.

_____Teacher.

Month	Parents Signature
First	
Second	
Third	
Fourth	
Fifth	

B - XXI

Suspension.

Date_____

Pupil_____

Residence_____

_____

Period of suspen-

sion_____

Date and condit-

ions_____

_____

Parent or guardian

_____

Residence_____

Room No._____

Teacher_____

Cause of suspen-

sion_____

_____

_____

_____

_____

_____

_____

Suspension Notice.

Supt. Public Schools,

Dear Sir:- I have this day suspended from school_____residing at _____a member of room____, _____Teacher. H__parent (or guardian) is _____residing at_____ _____. Cause of Suspension_____ _____ Date and conditions of Restoration_____ Character of Pupil_____

Respectfully,

Dated_____Principal.

Perforation

Perforation

Suspension Notice.

M_____

Dear Sir or Madam:-

In accordance with the rules of the Board of Education I have this day suspended_____ _____from school for the period of_____. For h___ restoration at the close of this period apply to_____ at the time indicated by the undersigned. The cause of this Suspension is_____ _____

Respectfully,

_____Principal.

B - XXII

Form of Registration Card. (for grades only)

Hudson Public Schools.

Registration Card.

(The pupil may fill out this card when old enough to do so: otherwise it is to be filled out by parent or guardian.)

_____School. _____Grade_____Teacher.

Name of Child_____

Date of Birth_____month_____day_____

Place of Birth_____state_____

When vaccinated_____Result_____

By whom_____

School last attended_____

Date of admission this year_____

Name of parent_____

Residence(St. & No.)_____

Occupation_____Nationality_____

Reverse side of above card.

Transfer Card.

This is to certify that the pupil whose name is found on the reverse side of this card is a member of this school in good standing and that h_____attendance for the year to date is as follows:

Term	Days absent	Days present	Tardy	Residence hereafter
First				
Second				
Third				

_____190_ _____ Principal

Principal of _____School.

Please admit_____

_____Supt.

Date of receiving transfer_____

B XXIII

Syracuse Public Schools,_____Dept.

_____School,_____190_,_____Grade

List of Children Irregularly Promoted.

Arrange names in order of grades, indicating estimate as follows: excellent, good, fair, poor, very weak(E,G,F,P,W)

_____Teacher.

Name	Age	Reading	Spelling	Language	Arith.	Geog.	Hist.	Physiol.	Promoted to what Grade?	No. terms in present grade	(a) Has child any sense defects? (b) Are his home surroundings favorable?

B- XXIV

Table.

A. Showing ages of Boys enrolled in _____ School during the half year ending _____, 190_.

Grade	Years.													Teachers.
	5	6	7	8	9	10	11	12.	13.	14.	15.	16.	17.	18.
I														
II														
III														
IV														
V														
VI														
VII														
VIII														
Total														

B. Showing ages of Girls as above.

	5	6	7	8	9	10	11	12.	13.	14.	15.	16.	17.	18.	Teachers.
I															
II															
III															
IV															
V															
VI															
VII															
VIII															
Total															

B-XXV

Assignment

Date_____

Pupil_____

Grade_____

Teacher_____

Perforation

Assignment.

M_____Teacher_____Grade

Please enroll_____

in your _____Grade_____Class

Date_____, _____Supt.

B - XXVII

To find the Per Cent. of the grade promoted in each study, divide the number in the grade who were promoted by the whole number of pupils in the grade.

ABSTRACT OF PROMOTIONS.

In all of the grades and in each study _____ School,

_____ 190_.

Departments and Grades.	No. in Grade	Per Cent. promoted in: Arithmetic	Geography	Gram. or Language	Spelling	Reading or U.S. History	Physiology	Drawing	No. promoted regularly	No. promoted on trial	No promoted irregularly	Total	Estimated no. for next term	Remarks.
Kindergarten														
1														
1														
2														
2														
3														
3														
Primary Totals														
4														
4														
5														
5														
6														
Junior Totals														
6														
7														
7														
8														
8														
Senior Totals														
Grand Totals														

B-XXVIII

Bay City Public Schools.

Report of the term ending_____190_

_____School, Room_____Grade_____

_____Teacher.

No.	Scholar	Drawing	Writing	Cooking	Sewing	Reading	Spelling	Language	Arithmetic	Geography	History	Physiology	Science

In Deportment, Music, Drawing, Writing, Cooking, Sewing, and Rhetoric use letters: E-Excellent. G-Good. F-Fair. P-Poor V. P. Very Poor.

Use corresponding words on Promotion cards.

B- XXIX

Monthly and Annual Record.

Name _____ Grade _____ Year _____

Months	Language	Algebra	History	Geog.	English	Draw...	Tardiness	Absence	Deport.
Sept									
Oct.									
Nov									
Dec.									
Jan.									
Exam.									
Aver.									
Feb.									
Mar.									
Apr.									
May.									
June.									
Exam.									
Aver.									
Credit.									
(if H.S.)									

Special Criticisms.
Place x after traits to be noted.

Attitude toward work.
Lacks earnestness.
Lacks purpose.
Lacks concentration.
Easily diverted.
Indolent.
wastes time.
Careless.
Copies too much.
Lacks self-reliance.
Gives up easily.
Shows improvement.

Recitation.
Comes poorly prepared.
seldom recites well.
Timid.
Easily confused.
Lacks Expression.
Inattentive.
Can do better.

Conduct.
Disobedient..
Restless
Mischievous.
Bad.
Rude.
Discourteous.
Annoys others.
Influence not good.
Whispers too much.

Studies.
Especially deficient in _____

Entitled to enter _____ grade in _____ 190_.

Conditions.

_____ Teacher.

The combination Monthly and Annual Record shows at a glance a pupil's record for an entire year, as well as the various traits of character exhibited by him. The superintendent is thus able at a glance to account for failure to keep up studies.

The form may easily be arranged to suit the needs of both High Schools and grades, by changing the list of studies to suit each year.

The sheets may be of any convenient size, may be printed on both sides if desired, and with a perforated margin at the left, may be easily, cheaply and conveniently bound in heavy manilla paper, labelled, dated and kept for future reference.

B-XXX

Corporal Punishment.

School month ending _____ 190_

Name of Pupil	Age	Grade	Offence	Degree Punishment.	Instrument.	Part of Body.

Remarks.

Principal's Record of Teachers

School, 190_, Principal

	Instruction						Discipline							Teacher.							
Wide space for names of Teachers	Knowledge of Subject-Matter	Skill in Questioning	Use of Correlation	Thoroughness of Drill	Use of Objective Relation	Preparation of Lesson	Knowledge and Appreciation of Child Life	Self Control	Use of Voice in Address	No. Pupils Sent to Principal	No. Cases of Corporal Punish	Spirit of School	General Order of Room	Professional Spirit	Industry	Adaptability	Influence	Manners	Dress	General Appearance	Character of Voice

A convenient size for the above sheet is 9 x 11 inches with a perforated margin at the left for binding. This will be sufficient size to report twenty teachers on one sheet. The Principal's estimate of each teachers merit in respect to the points suggested may be marked as follows:-E indicates excellent, G-good, F-fair, U-unsatisfactory and P-poor. Necessary remarks may be placed on the reverse side of this sheet.

C - II

(First Part)

Teacher's Contract.

New Bedford, Mass., _____ 190__

To M_____

You are hereby notified that you have been elected a Teacher in the Public Schools of the City of New Bedford, for the school year commencing Sept. _____, 190__, at a salary of $_____.

It is now expected that you will be located in the_____School, but the right is reserved to make such changes as the exigencies of the school service may require.

Please indicate your acceptance of said election by signing the agreement hereunder, and returning the "First Part" to the office of the Secretary of the School Committee on or before_____.

_____
Secretary of the School Board.

_____ 190_.

I herby accept the above election, and agree to faithfully perform the duties required of me to the best of my ability; I further agree to give the Secretary of the School Board four weeks' notice of my intention to resign said duties, and to cheerfully conform to all requirements of said Board.

(Signature of Teacher_____

C-II

The "Second Part" of Teacher's Contract being an exact copy of the "First Part" is usually attached to it and is filled out in the same manner, and bears the signature of the Secretary. Both parts are sent to the teacher elect who signs and returns the "First Part" to the Secretary on or before the date specified; otherwise the contract is void.

C III

Notification to Substitute Teacher.

Office of

Superintendent Public Schools.

St. Louis,_____190_

M_____

You are requested to report immediately to the Principal of the _____ School, situated on _____street. (take the_____cars) to fill vacancy in room No._____ (Grade_____), occasioned by the absence of_____.

When your services are no longer required there, return this order to this office with the following blank properly filled out.

_____Supt.

_____School,_____190__

Superintendent of Public Schools;

The services of _____ have been due to this school from_____ to_____inclusive, making_____days required; she has been absent_____days, and has taught the remaining days in room No._____as above directed.

_____Principal.

The principal asking for the substitute teacher should fill out the "Notification" blank, ("order blank", rule 3 below) with the exception of the name of the teacher: this is then sent to the Supt. who signs it and sends it to the teacher selected.

Rules to be Observed Regarding Substitutes.

1. Those who report at the school on the session when the regular teacher arrives, should be allowed a half-day, unless at the previous session they were notified that their services were no longer required.

2. Immediately upon their arrival, substitutes should report to the Principal of the school to which they are called; and always at the close of the session, in order to ascertain whether their services are longer required.

3. When sending for a substitute, the order blank should always be filled out so as to state the name and location of the school, the number of the room, grade, and name of the absent teacher, leaving blank the name of the substitute, which must be filled in by the Principal of the school, or the appointing officer to whom he sends for substitutes.

4. When the services of substitutes are no longer required the certificate appending to the order blank should be filled out at once by the principal and given to the substitute, who will return it to the office by Friday evening of the same week.

5. If a substitute has taught in two or more rooms of a school under one ticket, the amount of time spent in each room must be clearly specified by a note at the bottom of the ticket, giving name of absentee in each case. Or separate certificates must be made out for each room. This case should be avoided as far as possible.

Rules to be Observed Regarding Substitutes. (Continued)

6. A substitute is not entitled to allowance for holidays or for days absent.

7. When a twelve-room school has over seven hundred and fifty pupils belonging, it is entitled to an extra teacher, and may obtain one if the Principal thereof will apply to the Superintendent but this extra teacher must be returned at once when the number falls below seven hundred and fifty.

N.B. Substitutes must not be called for except in case of actual absence of the teacher, unless by a special permission of the Superintendent.

8. Never send a call directly to a substitute: she must be obtained through an order from the Principal of a substitute depot, or from the office. Services not so obtained are not entitled to payment.

C - IV

St. Louis, Mo.,_____ _190_

M_____

_____

The Board of Education has granted you, as per your request, leave of absence from_____to_____ with_____the promise of your present rank and position at the expiration of the time for which said leave of absence has been granted.

You will find on the other side of this sheet the regulations governing the granting of a leave of absence and explaining under what conditions an extension of a leave of absence may be asked for.

Attention is also called to the fact that an indefinite leave of absence is equivalent to a resignation, according to the rules of the Board.

In case of extension of this leave of absence is desired, it should be asked for, on the blank provided for that purpose, not later than June 1st, 190__.

Respectfully,

_____

Supt. of Instruction.

C-V

Application for leave of absence.

St. Louis, Mo., _____ 190_.

To the Board of Education:-

The undersigned requests _____ leave of absence from _____ till _____ in accordance with the rules and regulations of the Board of Education, printed on the other side of this application.

I hold the position of _____ Assistant, and have been teaching in the _____ School.

I ask for leave of absence for the following reason:

_____

_____

_____

_____

State whether you have applied for a leave of absence during the past two years, and for how long:

_____

_____

Any special request in connection with the leave of absence asked for, should be stated on the following lines:

_____

_____

Signature of applicant _____

City Address _____

If you propose to leave the city while on leave of absence, give the address at which a letter will reach you:

_____

C-VI

Application for Teacher's Position.

1. Personal.

Give name and address in full_____

Age,____ Nationality_____Married_____Heighth_____

Weight,_____ General health for past two years_____

Are your eyes affected_____

2. Educational.

Are you a graduate_____From what institutions_____

Course taken_____Date of graduation_____

Degree received_____If not a graduate give number of years study in (a) University_____, (b) College___

(c) Normal School_____ (d) High School_____ ____

Name of Institutions indicated above (a)_____

(b)_____(c)_____ (d)_____

3. Professional.

Experience as a teacher in cities having a population of above 2,000,_____months. In cities or towns having a population of less than 2,000,_____months. District Schools,

_____Months. Give dates and places where you have gained such experience_____

_____

_____

What special preparations have you made for the work of teaching_____

_____

What educational works have you read_____

_____

_____

What years of school work do you prefer_____

Give three references_____

C - VII

MILWAUKEE PUBLIC SCHOOLS.

Report of meetings held in School Building.

_____School.

Milwaukee,_____190_

To the Committee on Buildings:

Following meetings were held in this School Building during the month of_____

Date.

_____

_____

_____

_____

Principal _____

C - VIII

St. Louis, Mo.,_____190_

M_____

_____

Your leave of absence granted to you by the Board of Education has expired. Your attention is directed to the following regulation of the department of instruction, adopted by the Board of Education:

"Failure to report for duty at the expiration of a leave of absence or extension granted to a teacher, or failure to ask for leave of absence in case of protracted absence, shall be considered a resignation."

Unless you notify this office to the contrary, it will be necessary, under this regulation, to report your resignation to the Board.

Yours respectfully,

_____ Supt.

C - IX

Lincoln, Neb.,_____

M_____

_____

Dear Sir:

Kindly send us your confidential opinion of the school work of M_____

1. Have you visited and examined her school?_____
2. Skill in instruction?_____Skill in discipline_____
3. Has she any peculiarity of manner, voice or person?_____

_____

4. What is her scholarship?_____
5. Does she take suggestions Kindly?_____
6. Is she agreeable?_____
7. Does she give strict attention to school work?_____
8. Do you think she devotes too much time to social duties?_____
9. In what is she strongest?_____
10. What are her weak points?_____
11. What is her personal appearance?_____
12. Is she physically equal to school room duties?_____
13. Do you consider her of good moral character?_____
14. Is the professional spirit high?_____
15. Would you unqualifiedly recommend her?_____
16. For what grade is she best adapted?_____

Remarks_____

_____

Signed_____

C – X

Program of Room _____ Grade_____, _____ School

_____ Teacher, Date_____ 190_

Time	Monday	Tuesday	Wednesday	Thursday	Friday
---to---					
---to---					
---to---					
---to---					
---to---					
---to---					
---to---					
---to---					
---to---					
---to---					
---to---					
---to---					
---to---					
---to---					

A card of the above size, ofgood stiff paper or light cardboard will be found to be a convenient form for the superintendents card file. Its size is that of a "No.6"envelope, thus allowing its transfer through the mails without folding.

Necessary directions as to arrangement of programe and subsequent changes may be printed upon the reverse side of the sheet.

C – XI

Teacher's Catalogue Card.

Chicago,----------190--

Name_____

School_____Grade_____

Residence(St.and No.)_____

Salary_____No.of Application_____

Note.-Within a week after the assignment of a teacher to a school or a change of a teacher's residence, the Principal should have a card made out, and sent to the superintendent. Necessary remarks may be written upon the back of this card.

Report of Substitutes . . . . . School, ... 190 . . . . . Prin.

Names of all Teachers in School.	Residence Street and Number	Monthly Salary	Date of Absence	Date of Return	Absence in Days	Cause of Absence	Name of Substitute	Time in Days	Quality of Work Instruction [illegible] it.

C- XIII

Principal's Report of Visits by Special Teachers.

For the month of_____190_, _____School

Name of teacher in charge of Room visited	Drawing			Music			Calisthenics.		
	Date of Visit	Length of Lesson	Lesson or Inst.	Date of Visit	Length of Lesson	Lesson or Inst.	Date of Visit	Length of Lesson	Lesson or Inst.

Time of arrival at building_____

Time of departure_____

Total time in Building_____

Principals will fill out this report accurately in regard to time and will place in column headed Lesson or Instructions a letter L or I to denote lessons to the pupils or instructions to the teache s

C-XIV

64

REPORT OF SUPERVISORS AND ASSISTANTS.

For the month of _____ 190_.

During the month I have visited the following Schools, inspecting work and giving lessons.

A detailed account of my disposition of time is as follows:

Schools.	Date of Visit	Total Time in Building	No. Classes Taught	Time lost during Mo.	Teachers' Meetings	Ends sought in supervision this month. How secured.
						Suggestions as to strength or Weakness of work. Suggest means of improvement.

_____ Supervisor.

D-I

Leavenworth Public Schools.

Leavenworth, Ks., _____ 190__

M_____

Your attention is respectfully called to the fact that_____

_____

I hav done all in my power (by persuasion, admonination, advise and mild means) to correct these faults. In cases of this kind the rule is to refer the matter to the Superintendent, unless some definite understanding can be had with the parent. In case you should find it inconvenient to call at the office of the Superintendent, in_____ Building,_____may be restored at once to _____proper place in school by returning the following statement, signed as indicated below.

Hoping to receive your co-operation,

I am, Very respectfully,

Office hours _____

4 to 5 p.m., school days. Teacher.

M_____

I am very anxious that_____ should be fully obedient to the rules of the school and hope that you will use your best judgment in settling the present difficulty. Should the disobedience still continue, corporal punishment kindly administered, now or at any time in the future, will meet my hearty approval.

_____

Signature of Parent or Guardian.

D-II (a)

Tardiness and Attendance Notice.

_____School. Chicago_____ 190__.

M_____

The progress of your child at school depends largely upon the punctuality and regularity of h____ attendance. To secure such attendance your hearty co-operation is earnestly solicited. It is very desirable that every pupil should be on the school premises_____minutes before the commencement of school exercises and not earlier. The exercises commence at _____o'clock in the morning and_____in the afternoon.

Your_____was_____
Will you kindly write an excuse for the same in the space below, and return this note to me at your earliest convenience.

Yours respectfully,

_____Teacher.

Date_____, Signed_____

(b)

Poor Scholarship Notice.

Baltimore,_____190__.

_____School.

M_____

Dear_____.

It becomes my duty to call your special attention to the record of your_____for this month. The work in_____is unsatisfactory. Kindly give the matter your careful consideration as_____ Must do better if you expect a promotion at the end of the year.

I shall be pleased to have you call at the school and see me. Please return this notice with any suggestions you may deem helpful to the teacher.

Yours truly,

_____Principal.

Reply

Date_____190__. (signed)_____Parent or guardian

D - III (a)

Form of Letter to Parents.

Office Hours:
8 to 9, 3 to 5.

Waltham,_____190_

Dear Sir or Madam,

Owing to the overcrowding of school rooms it becomes necessary to send some children outside of the district in which they live. Care has been taken to select those children to whom the change will make the least difference, but it is not possible to avoid all inconvenience. If there is special reason why any child selected should not be transferred, I shall be glad to confer with the parents at the earliest opportunity.

George Washington,

Superintendent of Schools.

(b)

Where the school text books are furnished by the district the following form will be found convenient.

Public Schools.

Sault Ste. Marie_____ 190_

To Parent or Guardian,

_____entered school today and was classified in_____grade. The books needed will be loaned by the Board of Education. If any book is marked or damaged except as results from careful usage, you will be required to pay such damage or buy the book at cost.

Respectfully

_____Teacher.

II - IV

Warning Notice To Parents.

Room No._____ _____School.

Chicago, _____190__

M_____

This is to notify you that your_____ has already been absent from School_____half days during the last_____school days, and that unless the irregularity in attendance is corrected,_____will be suspended, in accordance with the requirements of the Rules of the Board of Education.

If these absences have been occasioned by sickness, a written note should be sent immediately to the School, if you would avoid h___suspension.

_____Teacher.

The following is a copy of The Rules of The Board of Education:

Every pupil who shall be absent six half days in four consecutive weeks, without any excuse from the parent or guardian, given either in person or by written note, satisfying the teacher that the absences were caused by sickness of the pupil, by sickness in the family, by a bona fide desire to avoid serious and imprudent exposure of health, or by other inevitable necessity, shall forfeit membership in the school; and the Principal of the school shall forthwith notify the parent or guardian, and in special cases the Superintendent, of such forfeiture of membership by absence. No pupil shall be allowed by the Principal to resume connection with the school until the parent or guardian has furnished the necessary excuse or has given satisfactory assurance to the Principal, and in special cases to the Superintendent, that the pupil will be punctual in the future.

In the application of the foregoing rule, leaving school without permission, or two tardinesses, shall be regarded as the equivalent of one absence.

Teachers shall send warning notices to parents or guardians, in all cases when absences amounting to four half days within four consecutive weeks have been recorded against any of their pupils.

D-V

Notice of Damage to Book.

Sault Ste Marie,_____190_

M_____

Dear Sir or Madam:

The _____ used by your_____

has been damaged as follows:_____

_____

The matter has been submitted to the Supt. as required by the rules of the Board of Education and the damage has been assessed at_____.

Please send this amount to me and I will send you a receipt for the same. If you prefer you may send_____, the price of the_____ and the same will then become your property.

_____Principal

_____School

By order of the Board of Education.

Henry K. Jones.

Supt. of Schools.

E-I

SPOKANE SCHOOL DISTRICT
NO. 81.

Spokane, Wash., _____ 190_

To the Secretary of the Board of Directors:

Please send the following books and supplies for the pupils in High School

Respectfully,

_____ Principal.

No. wanted	No. sent	Book	Author	School check.
		Algebra.		
		Botany		
		Chemistry		
		Book-keeping		
		civil Government		
		Composition		
		English Literature		
		French Grammar		
		Geometry		
		German Grammar		
		German Reader		
		Greek Grammar		
		Greek, First Lessons		
		History, American		
		History English		
		History, Greek		
		History, Roman		
		Latin Grammar		
		Latin, First Book		
		Latin, Second Year		
		Viri Romae		
		Cicero		
		Cicero in Latinum		
		Virgil		
		Political Economy		
		Physical Geography		
		Physics		
		Psychology		
		Rhetoric		
		Higher Lessons in Eng.		
		Trigonometry		
		Zoology		
		Lab. Manual, Chemical		
		Lab. Manual, Physical.		
		High School Dist.		
		Skinner's Literature.		

E - II

Principal's Order Blank for Supplies.

Lincoln, Neb.,_____190__

_____School.

Office check.	Quantity		School check.
		Penholders .	
		Pens.	
		Drawing Pencils	
		Lead Pencils, 1st grade.	
		" " 2nd "	
		" " 3 & 4th "	
		" "	
		Slate "	
		Charcoal	
		Crayon, assorted colors.	
		" , White.	
		Rubber Erasers.	
		Blackboard Erasers.	
		Library Paste.	
		LePage's Glue.	
		Whisk Brooms.	
		Composition Books, 36lvs.	
		Test Books.	
		Drawing Paper. 6x9.	
		Single Ruled Paper, 3/8in.	
		" " " , 3/8in.	
		" " " , 7/16in.	
		" " " , 5/8in.	
		Unruled Paper, full sheets.	
		" " , Half "	
		Pencil Paper, all grades.	
		" " ,	
		12x12. "	
		9x12 "	
		6x9 "	

To Principal:- Verify and check in column school check sign and return to office of Superintendent.

_____Principal.

E-III

Janitor's Order Blank for Supplies.

To_____

Please send the following articles.

_____School.

Office check	Quantity		School check.
		Corn Brooms for mud.	
		Corn Brooms for sweeping	
		Floor Brushes.	
		Window Brushes	
		Scrubbing Brushes	
		Radiator Brushes	
		Feather Dusters	
		Mops	
		Wash Basins	
		Pails	
		Dippers	
		Dust Pans	
		Ink Cans	
		Lanterns	
		Thermometers	
		Waste Baskets	
		Bushel Baskets, for Paper	
		Bushel Baskets, for cinders	
		Common Soap	
		Ivory Soap	
		Sapolio	
		Lye	
		Savogran Powder	
		Red Ink	
		Black Ink	
		Cheese Cloth	
		Toweling	
		Screws, Size____	
		Matches	
		Sand Paper.	

_____Janitor.

F-I

Superintendent's Office.

Oakland, Cal.,_____190__

M_____

Principal of_____School.

_____a pupil of your school has applied to the Board for a remission of tuition. You will permit_____ to remain in school until you are officially notified as to what action the Board has taken in the matter.

Respectfully,

_____Supt.

A similar letter from the same city as above is sent by the Superintendent to the Principals whenever a pupil has asked for, and been granted an "extension of time" for the payment of tuition.

It states the date of the expiration of the time of extension and the action to be taken by the Principal if tuition is not paid when due.

F-II

When tuition is to be paid to some party other than the Principal or Superintendent of Schools the following form will be found very convenient. (The paper used is the ordinary note size.)

Marshalltown, Iowa,_____190_

To_____

This certifies that_____a non-resident of _____District, has been admitted to the _____Department of Public Schools of this city in _____District; the tuition in that department is _____dollars per_____. You will please collect from said pupil _____dollars for the current_____.

_____Supt. Schools

Received above Tuition,_____190_

_____Treasurer.

- - - - - - - - - - - - - - - - - (Perforation) - - - - - - - - - - - - - - - - -

(Note-Upon payment of the above tuition the following duplicate receipt be detached and sent to the Superintendent.)

To Superintendent Public Schools, Marshalltown, Iowa,_____190_

This certifies that_____has paid _____Dollars Tuition for the_____ending_____

_____Treasurer.

F - III

A convenient form for ordering repairs on schoolbuildings and for other orders of like nature ,with memorandum stub attached, is shown below.

Date----------	Nashua, N.H.----------190--
Order issued to	To----------
----------	Please execute the following order and
Issued by----------	fill out same on enclosed bill.

Order----------

Perforation

Ordered by ----------

No.----- No.-------- Attach this order to your bill.

F - IV

FREMONT PUBLIC SCHOOLS.

Report of books sold.

_____School,_____Principal,Month_____

By whom purchased.	Cause.	Grade	Book	No.	Price.	

$_____ Fremont, Neb.,_____190__

Received of _____ the sum

of_____Dollars, for books sold according to the above report.

_____

Sec. Board of Education.

F-V

PAY ROLL OF PUBLIC SCHOOLS.

Baltimore,----------190--

The undersigned employees of the Board of Educationof Baltimore hereby authorize ---------- Principal, to receive for us, for services rendered as employees ofsaid Board the amounts opposite our names as shown below, in full of salary due us for the month beginning----------and ending-----190--.

Name.	School.	Position Occupied.	Days Ab.	Reason for Absence	Full Mo. Salary	Amt. to be Deducted	Net Amt Payable.

The above statement is correct and approved by the Board for $-------,----------dollars.

----------Secretary.

Received the above amount in full.

----------~~Prin~~Principal Bond School.

F-VI.

Smaller City Schools use a form of receipt similar to the following:

No._____, $_____	Rushville, Ill.,_____190_
Date_____190_	Received of_____in payment
To_____	of tuition in grade____of the Rushville
For_____	Public Schools for the _____ending
Grade_____	_____190_.
_____	_____Supt.
_____	(Tuition is payable in advance. The monthly rates are: Grades 1 to 2 inclusive, $1.50 Grades 5 to 8 inclusive, $2.00; High School $2.50.
_____	

Publication

F - VII(a)

Cincinnati,_____190_

To the Committee on Teachers and Salaries.

Gentlemen:-

This is to certify that_____

has been under my professional care, and was incapacitated

by sickness for teaching from_____190_ to_____190_

_____M. D.

(b)

The Board of Education

of the City of Elmira.

Dated_____190_, To_____Dr.

Examined by us and found to be correct. _____ _____ Finance Committee.			

___190_. Received of the Board of Education the sum of$_____

in full for above account.

_____

G-I

St. Louis Public Schools.

(Vaccination Blank.)

Parents who wish their children vaccinated at the school are requested to fill out and sign this blank and return it to the principal of the school. Please read the explanation on the back of this notice.

St. Louis, _____

I desire, and hereby authorize, that my child,

_____

be vaccinated by the Physician of the Board of Health at his next call at the _____ School.

Respectfully,

_____

Note.-The "explanation" referred to in the above statement as printed upon the back of the sheet is a statement of the rules of the Board concerning vaccination and precautionary measures to be taken. Such rules need not be reprinted here.

G - II

Chicago Public Schools.

Certificate of Vaccination.

Name of pupil:_____ Age:_____yrs._____mos.

Residence:_____

Date of primary vaccination:_____190_Virus:{(Bovine.
(Humanized.

Result:_____

Date of re-vaccination:_____190_Virus:{(Bovine.
(Humanized.

Result:_____

Had Small-Pox or Varaloid,_____190_Evidence_____

I hereby certify that I have this day examined the above named pupil and that the foregoing statements are correct, to the best of my knowledge and belief, and that said person is, in my professional judgment, properly protected against Small-Pox.

Chicago,_____190__. _____M.D.

Residence,_____

Principals must reserve this certificate. (over)

G - III

Contagious Disease Certificate.

No child who has had any contagious disease, or who resides in, or has visited, any building where such disease has existed, may return to school until all contagion has been removed from the building and from his person.

The attending physician and secretary of Board of Health, will please fill out the following Certificate.

By Order of the Board of Education.

This is to certify, That_____ is free from the contagion of_____ that no person in the building in which_____ resides has any contagious disease; that_____ weeks have elapsed since convalescence was established; that the building, clothing, bedding, etc., have been thoroughly disinfected.

(Signed)_____
M. D.

(Signed)_____
Secretary Board of Health.

Note. It is recommended that the average time that should elapse after convalescence before pupils should be admitted to any ~~ool~~ school be as follows:

Measles, 2 weeks; Scarlet Fever, 6 weeks; Diphtheria, 3 weeks; Small-Pox, 4 weeks; Mumps, 1 week Chicken-Pox, 1 week.

The Board of Health.

G - IV

Notice of Contagious Disease to the Superintendent of City Schools.

Date _____ 190_

Case of _____

in the family of _____

residing at _____ Street

Name of patient _____

Physician _____

Other Children, No. _____

No. _____

Perforation

E.C.Elliott.
Supt. of City Schools.

_____ 190_

I report that there exists a case of _____ in the family of _____ residing at _____ St.

Name of patient _____

Physician _____

No. of other children in the family _____

_____ City Physician

H-I

FORM OF APPLICATION FOR APPOINTMENT

AS

TEACHER IN EVENING SCHOOLS.

Date_____

Name_____

Place of employment_____

Post address_____

Where were you educated_____

_____

Did you graduate? If not how long did you attend? _____

_____

When did you leave school? _____

What languages do you speak readily? _____

_____

Have you taught? If so, when, where, how long? _____

_____

_____

Name preference as to school_____

Name two references to whom we may apply for further information concerning your qualifications_____

_____

Remarks_____

_____

_____

H - II (a)

BOARD OF EDUCATION.

Cincinnati, _____

We, the Undersigned Citizens of Cincinnati, Hereby Certify, that _____ Residing at _____ street, is of good behavior, willing to learn, and a proper person to enjoy the privileges of the FREE PUBLIC EVENING SCHOOLS, and that we will be responsible for the observance by him of the rules of the Board of Education, relative to Evening Schools, and will make good any injury or loss the Board may sustain through his willful destruction or defacement of property.

Name _____ Occupation _____ Residence _____

Name _____ Occupation _____ Residence _____

(b)

OSWEGO EVENING SCHOOLS.

This is to certify that _____ has been a pupil in good standing in the _____ Evening School during the session beginning _____ 190_.

_____ pursued the following branches of study:

Reading _____	Book-keeping _____
Spelling _____	Language _____
Penmanship _____	Geography _____
Arithmetic _____	U. S. History _____

_____ Principal

_____ Teacher.

H III

Form of Application card for admittance to Evening School.

_____ Evening School

Class, _____ Grade, _____ Teacher, _____

Name, _____

Residence, _____

Age, Sept. 1, 190_, _____ Years, _____ Months.

Nationality, _____ Occupation, _____

Name of employer, _____

Previous attendance in Evening school, _____

Last day school attended, _____

Grade in day school, _____, Date left day school, _____

Rules for the government of Evening School.

1. Each school shall have a Principal and as many assistants as the school board may determine.

2. When the average number attending any school for one week is less than ten the school shall be closed.

3. The Principal of each school shall record the name, age, residence, and occupation of each pupil and shall keep an accurate record of attendance. He also shall have charge of and be responsible for all books and supplies furnished by the school.

4. Any pupil absent from school two weeks in succession without satisfactory excuse shall forfeit his membership and shall not be readmitted unless by written permission from the Committee on Evening Schools or the Superintendent of Schools.

5. Upon the suspension of any pupil for disorderly conduct, the principal of the school shall immediately notify the Superintendent of schools. No pupil having been suspended shall be readmitted unless by written permission of the Committee on Evening Schools or Superintendent of Schools.

H-IV

Pawtucket Evening Schools.

Report of the _____ Evening School,

For the week ending _____ 190__

Teachers.	M.	T.	W.	Th.	F.	Girls.	Boys.
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Substitutes.							
1.							
2.							
Total.							
Average Attendance							

This is to certify that the above report is correct.

_____ Principal

Note-Mark the attendance of each teacher correctly as this report will furnish the data for making out the pay rolls at the end of each month, as well as for indicating, in some measure, which teachers it would be desirable to retain, when the number of pupils becomes small.

Fill out the blanks of the report day by day during the week, ready to be forwarded at the end of the session each Friday night.

H-V

Department of Public Instruction, Paterson, N. J.

Report of Enrollment and Attendance of _____

Public Evening School No. _____

For the month of _____ 190_

Grades	Names of Pupils.	1. Whole number of different pupils enrolled since beginning of Term.	2. Whole no. of pupils enrolled during the present month.	3. Average no. pupils enrolled during present mo. Divide 6 by no. days th.	4. Average attendance of pupils during pres. mo. Divide 7 by no. days taught.	5. Per cent of attendance of pupils during present mo. Divide 7 by 6.	6. Total night's enrollment of all pupils during present month.	7. Total night's attendance of all pupils during present month.	8. Total night's absence of all pupils during present month.
	Totals								

Whole number of nights school taught during the month _____

_____ Principal.

H-VI

Monthly Report of Teacher of German.

_____ School For month ending _____ 190_

Number Of Pupils Belonging At The Close Of School Month

Grades of Pupils studying German	Nationality A German			B Anglo-American			C All Others			D							
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Grand Total	No. excused from Study during Mo.	No. studying German left School this Mo.	No. in German transferred to other Schools	No. received by transfer this mo.	No. commenced study of German this month	No. re-entered German Classes this month	No. of recitations lost during month.
Fifth																	
Sixth																	
Sevnth																	
Eighth																	
Total																	

The sum of items in column D must exactly correspond with the number reported by the Principal in his monthly report. This report must be sent to the office within three days after the close of the school month.

Teacher's Program.

Number of pupils _____

No. daily recitations _____ Time

No. half-days absent { Ill _____ / Visiting schools _____ Rooms / Miscellaneous _____

No. German recitation rooms _____ No of pupils

No. seats in { Room A _____ Grade / Room B _____ / Room C _____

	Forenoon	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

H - VII

Program For Domestic Science.

Half year beginning _____ 190_.

_____ School.

Day	8:45 to 10:15 A.M.				10:30 to 12:00 A.M.				1:30 to 3:00 P.M.			
	School	Subject	Room	Grade	School	Subject	Room	Grade	School	Subject	Room	Grade
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												

H - VIII

St. Louis Public Schools.

Manual Training Department.

Report of Attendance for_____Half Quarter ending_____190_

School	No. enrolled.	Av. Daily Att.	Cases Tardiness.	Cases of absence	Character of the work.	Character of the Discipline

Remarks _____

_____

Training Teacher.

No. enrolled means the number of names of every pupil attending the class at any time during the half-quarter. Find the average attendance by adding the attendance at each recitation, and dividing by the number of recitations.

In counting the number of cases of absence, discontinue the name of any child absent three successive lessons.

H - IX

Program for Manual Training.

Half year beginning _____ 190_

_____ School

Day.	8:45 to 10:15 A.M.			10:30 to 12:00 A.M.			1:30 to 3:00 P.M.		
	School	Room	Grade	School.	Room	Grade	School	Room	Grade
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

H-X

Form Of Kindergarten Report.

Report of _____ Kindergarten.

For the month ending _____ 190__

Classes	No. days Taught	No. days attendance	No. days Absent	No. times Tardy	[illegible]	No. [illegible]	[illegible] No. Enrolled	Average No. [illegible]	Average Daily Att.	Percent Att. [illegible]	No. of new Pupils entered.		No. of [illegible] re-entered		Rec'd by Transfer [illegible]		Transferred to other [illegible]	
											Boys	Girls	Boys	Girls	[illegible]	Girls	Boys	Girls.
First																		
Second																		
Totals																		

Transfers.

Name	To what School transferred	From what School Recd

Attendance of Teachers.

Name	Absent	Tardy	Substitute

Are all your teachers working satisfactory? _____

Does Janitor perform his work faithfully? _____

_____ Principal.

Where the Free Text Book System is in vogue, the following form will be found to be convenient for keeping a record of books loaned.

TEXT BOOK RECORD.

Pupil's Name _____, _____, 190__

Subject Title	Author or Title	No. of Book	Condition N.F.G.	Date Loaned	Teacher Loaning	Date Returned	Teacher Receiving
Arith.							
Geog.							
Gram.							
History							
Physiol.							
Reader							
Speller							
Music							

EXPLANATIONS.

N- means New; G-Good, but not new; F-Fair.

When a pupil is transferred send his regular books with him, and this "Record" with your "Supply Credit" to the office. The same rule applies to promotion, except that then some books will be left behind and due credit given on this sheet.

The above sheets, with wide margin at the left for binding, may be perforated and bound in Manilla paper covers for future reference, book lists for each grade being bound separately.

I – II

Application For Janitorship.

Providence, R. I., _____ 190_

To the Board of Education of the city of Providence.

The undersigned respectfully solicits the appointment as Janitor of the _____ School Building and begs to refer you to the following statements and references.

Occupation _____

Age, _____

Have resided in this city _____ years.

Present residence _____

My family consists of _____

I have had experience in the care of heating apparatus as follows: _____

_____

_____

I have been employed for that duty by _____

_____

_____

The undersigned from a personal knowledge of the above applicant, hereby testify that he is a man of good moral character, of sober and industrious habits, and in their judgment is well qualified to perform the duties of the position he desires.

_____

_____ _____

_____ _____

_____ _____

I – III

Public School Department

Pawtucket, R. I.

_____ School, Grade _____

Record of Temperature for the Month of

_____ 190_

_____ Teacher

Date.	Temp. outside	Temp. of School Room. 9:30	11	2	3:30	Directions.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						Remarks.
24.						
25.						
26.						
27.						
28.						
29.						
30.						
31.						

Please keep this record in a conspicuous place and send it in to the office at the close of the month.

I – IV.

The directions and general remarks printed below are to be printed on the "Temperature Sheet" as indicated by the headings. The size of the sheet is 5 by 9 inches.

Directions.

Place this record near the thermometer where it may be seen by the Principal. Aim to keep the temperature between 68 and 72 degrees F. Make an immediate entry after each observation. Shut off the heat rather than open a window when the room is too warm. Send this record to the office at the close of the month. The temperature "Outside" need be recorded only once during a session.

General Remarks.

It is very important that the record of temperature should be accurately kept. Teachers will be held to strict account for failure to regulate the temperature in their rooms when it is within their power to do so.

Window shades should be adjusted as often as necessary to protect the eyes of the pupils; at the close of each session the shades should be so adjusted as to allow all possible sunlight to be admitted to the room.

UNIVERSITY OF ILLINOIS-URBANA
3 0112 086823959